

TECHNICAL ASSISTANCE BULLETIN

Common Mistakes on Scannable Forms: How they Affect your Agency

Recently, the Texas Department of Health has made some changes to the scannable form. These changes should address some problems that we have seen. The best way to make sure your scan forms get counted /scanned as quickly as possible is to make sure your counselors are aware of the most common errors.

- ***Incorrect site number bubbled in.*** On the *green scannable form there is a place for counselors to bubble in the organization's identification number. If your site number is not correctly bubbled in, your organization may not receive credit for the counseling and/or testing shown on the form. Please review the forms before they are sent to TDH to make sure that the site number(s) in the batch are really yours. The only way for you to be sure that your organization receives credit for your work is to check the site number and organization number, if applicable, on the form before it is mailed in.
- ***There is an HIV test type indicated (anonymous or confidential), but no test result bubbled in.*** Obviously, if a test has been done, a result needs to be reported. These forms are returned for correction.
- ***The client's birth date and counseling date are reversed.*** If the client's birth date and counseling date are reversed, it looks as if pediatric HIV prevention counseling took place and could "skew" the client profile to make it appear younger than it really is. If the date in the "counseling" field is earlier than 1999, it also means that the program that produces the report does not know which reporting quarter into which to enter the session. This means that the quarterly

count (but not the total counseling session numbers) will not be accurate.

- ***Prior testing history is not bubbled in.*** Whether or not the client tests for HIV, it must be reported whether he/she has been tested previously. If this is not bubbled in, the form will be returned.

Bubbling “no known risk” as well as a behavioral risk for the client. If any kind of sex or drug use risk is bubbled, please do not also bubble in “no known risk”.

- ***Bubbling in race, but no ethnicity.*** Please bubble in both a race (e.g. Black, Asian/PI) and whether or not the client is of Hispanic ethnicity. This may be confusing, but race and ethnicity are different things, and we made this change to the scannable form in advance of a federal requirement that race and ethnicity be recorded separately.

Not bubbling in the FACT UTC. The FACT UTC is a code made up of letters of the client’s name and is being used on an experimental basis to “unduplicate” PCPE records so that TDH can try to determine how many individuals receive services (rather than how many sessions are done.) If the client refuses to give the information, bubble in “99” on the green form. Please follow the directions on the back of the form to see how to fill out this section.

Please work with the counselors in your organization to ensure that they know how to fill out the scannable forms. Also check to make sure you know your organization’s site numbers. Checking the forms before they are mailed to TDH helps to reduce the number of scannable forms returned to your organization, and ensures that you are credited for your counseling and testing work as quickly as possible.

** Green forms will replace the current blue forms after the stock supply is depleted*